College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/ICC/27-02/11/2023)

Date: **02.11.2023, 10.30am**

Venue: **Board Room, College of Nursing**

Chairperson: **Dr. Vinitha Ravindran, Chairperson, IQAC**

Members Present	Apology
1. Dr. Vinitha Ravindran	1. Ms. Regina Xavier (DL)
2. Dr. Manoranjitham S	2. Ms. Reena George
3. Ms. Shandrila Immanuel	3. Ms. Alice Sony
4. Dr. Asha Solomon	
5. Ms. Angelin Esther A	
6. Ms. Abijah Princy	
7. Ms. Dorothy Devakirubai T	
8. Ms. Emily Daniel	
9. Ms. Sarah Emma Rosalind	
10.Ms. Ilavarasi Jesudoss	
11. Ms. Sophia Vijayananthan	
12. Ms. Jenny S	
13. Ms. Deena David	
14. Ms. Ida Sweetlin	
15. Ms. Sheeba Rani Nelson	
16. Mr. Dinesh Kumar S	
17. Ms. Anita Kiruba Jeyakumar	

The meeting commenced at **10.45am** with a prayer by Dr. Vinitha Ravindran. The chairperson welcomed the conveners. The committee went through the minutes of the previous meeting that was held on 22.02.2023. There were no clarifications. The minutes was passed by Ms. Ilavarasi Jesudoss, Convenor Criterion VI and was seconded by Mr. Dinesh Kumar, Convener Criterion-VIII.

Agenda

62/IQ/02/11/23 – AQAR Submission

Chairperson informed that the AQAR submission is due for the month of February 2024. The conveners are advised to go through the AQAR document and work towards the submission of necessary details at the earliest to IQAC.

63/IQ/02/11/23 – IQAC Core Committee 2023-2024- Nomination – for suggestions and approval

Since many of the conveners are retiring as well as taking up important administrative post the following faculty were nominated and accepted to be a part of IQAC Core Committee 2023-2024. It was also reaffirmed that only the conveners and the co-conveners will make the IQAC Core Committee and the rest of them would be a part of the working team. The conveners selected their working team composition based on their need. The details are as follows:

CR.NO	CRITERION	CONVENER	WORKING TEAM MEMBERS
I	Curricular Aspect	Ms. Reena George, Ms. Regina Xavier Ms. Deena David	Ms. Anne Jarone Ms. Angeline Jeyarani Ms. Joy Priyadarshini Mr. Dani Paul
II	Teaching – Learning & Evaluation	Ms. Angelin Esther Ms. Abijah Princy	Ms. Shalini Chandran Ms. Aruna Ms. Jeslin Wils Ms. Priya Chandrasekar Ms. Rini Wils Ms. Arul Mary Vinciya
III	Research, innovation & Extension	Dr. Asha Solomon Ms. Ida Sweetlin	Ms. Lillian Percy Ms. Angel Rajakumari Ms. Naomi Nancy Ms. Shalini Getsy
IV	Infrastructure and Learning Resources	Ms. Sophia Vijayananthan Ms. Dorothy Devakirubai	Ms. Jerylene Mary Ms. Jeni Crystal Ms. Hilda Mercy Mr. Naveena Krishnan
V	Student Support and Student Progression	Ms. Emily Daniel Ms. Sara Emma Rosaline	Ms. Hepsi Raju Ms. Mary Jennifer Ms. Bharathy Ms. Shanthi Gladston Dr. Preeti Tabitha
VI	Governance, Leadership and Management	Ms. Ilavarasi Jesudoss Ms. Sheeba Rani Nelson	Ms. Jabin Khaja Ms. Menaka Raghuraman Ms. Malini Rachel Ms. Mythili Vandana
VII	Institutional Values and Best Practices	Ms. Shandrila Immanuel Ms. Jenny S	Ms. Arockiaseeli Mabel Ms. Jeba Terina Ms. Esther Kanthi Ms. Deborah Snegalatha Mr. Charles Sathya Oli
VIII	Nursing	Ms. Anita Kiruba Mr. Dinesh Kumar S	SSHS Staff

It was decided that the conveners can co-opt BSN tutors nearing the accreditation Process. It was also decided that the IQAC Core Committee henceforth will meet once in 3months on Fridays at 2pm.

64/IQ/02/11/23 – IQAC Composition from 2023 onwards-for final approval & Frequency of meeting

The committee approved the following as the IQAC Composition.

1. Chairperson: Dean College of Nursing
2. IQAC Director: Dr. Manoranjitham S
3. IQAC Coordinator: Ms. Anita Kiruba Jeyakumar
4. IQAC Associate Coordinator: Mr. Dinesh Kumar. S
5. IQAC Core Committee Members- as aforementioned

6. Member from the Management: Director CMC, Vellore

7. Senior Administrative officers of the Management: Principal, CMC Vellore and the Nursing Superintendent, CMC, Vellore

8. Representation of the local society: Dr. Kuppan, DQAA, VIT

9. Alumni Nominee for IQAC: Dr. Vathsala Sadan

10. Student Nominee: 2 B.Sc N (SNA Secretary & SNA VP) and 2 PG (each from inside & outside CMC) and also from 1st & 2nd year MSc N so that continuity is maintained.

It was also decided that the IQAC Steering Committee can meet once in 6months on Fridays at 2pm.

65/IQ/02/11/23 – Action Plan

Based on the NAAC peer team recommendations, the following action plan for each criterion was discussed

S.No.	Criterion	Peer Team Recommendation	Suggestion from the members
1.	I	Create and implement a Calendar for Continuous internal Evaluation (Term Tests)	Tentative Month and week of CIE to be fixed
		Add on Courses with certificate and 30 contact hours to introduce.	To explore various value added courses. Suggestions for Addon courses- cookery, Therapeutic diet Ms. Deena to explore other online courses and get back.
		Course Codes to introduce.	Course codes Already done for the Academic Student Portal and suggested to use the same
		Feedback mechanism purely based on the syllabus and its transaction from students, Teachers, Employers, Alumni.	To revise the feedback questions purely based on the syllabus and to refrain from other general aspects.
		Mechanism of the feedback process to be written as a protocol.	Suggested to create a protocol and get it approved
		Analysis and action taken report of the feedback to be introduced	Feedback analysis also to be uploaded in the website. To make the process robust – CAPA based on feedback
2.	II	Slow Performers and Advance Learners- Criteria and methodology to identify and to organize special programmes for them.	The criteria to be used by all subject teachers and in future it can be lined to the software. Currently the data will be available with the class teachers. Apart from special programs for slow performers it was also discussed to acknowledge the advanced learners through financial incentives, scholarships, observership, fellowship, sponsorship for value added courses. The conveners will explore the options and get back with possible

			alternatives. It was also suggested to provide the certificate of honor if a student scores more than a set percentage. Conveners will also explore various scholarships available for students
		Mentor and Mentee programme- introduce to all level's students	It was suggested that the ratio of 1:25 should be fine. But ensure that each meet with students to be recorded. The students should be met every 3 months. Few members suggested for 1:10 ratio; however it was denied because of the concern of bias. Advisors should meet all problematic students and recorded appropriately.
		To initiate PhD programme in our College (As per NAAC Recommendation)	
		Programme and Course Outcomes for all programmes offered-to be displayed on our website	Convenors will explore on CAMU software for developing course outcomes and program outcomes and also to revisit Mrs. Angela's presentation on course outcomes. Chairperson also urged the Dean's office faculty to attend the program outcome workshop.
		Outcome Based Evaluation process-PO, PSO, CO	_To initiate_
		Student Satisfaction Survey- Designed by the institution, Results must be uploaded as link on Website.	Feedback analysis to be uploaded in the website. Also advised to have a look at student satisfaction survey from NAAC website and incorporate those aspects
3.	III	**Strengthen the incubation and innovation cell**	
		Research enhancement can be done through involvement in inter and multidisciplinary research areas, Govt funded research projects, and incentivizing quality research publications.	Incubation center should be focusing on Teaching, Mentoring, Research related activities, developing and designing devices pertaining to nursing care, look for funding, Multidisciplinary project, Ph.D as well
		Institute needs to make a research policy and monetary incentives for the enhancement of research.	Faculty publication should be duly acknowledged. Publication of research projects should be made mandatory. Half of the student research projects can be published. Publication cost can be included in IRB budget.

		Faculty needs to be encouraged to publish, the contribution of books and chapters.	Study leave option is available for faculty involved in writing books
		More research-related workshops are to be conducted.	Research methodology workshop to be highly focused with specific emphasis on certain research topics. Suggested for renaming the workshop as well
		Efforts could be made to get it indexed in Scopus and to increase the frequency of publication to facilitate more publications by nurse researchers.	
		Increase quality research output	
		Develop linkages and partnerships with other organizations within and outside the country for student and faculty exchange	Involve more in the interdisciplinary projects and look for external research grants and projects. Few MoUs are getting materialised
		Generate extra mural research funds	Suggested to explore grants for research projects and FIST grant
		Conduct Innovation Mela	Suggested to conduct innovation meal which will have students & faculty from inside as well as outside. Innovation ideas in patient care can be shown as exhibit.
4.	IV	To make library fully automated	Suggested to explore the options with Dodd library staff regarding full automation
		Subscribe- e-SodhSindhu, Shodhganga membership, Remote access to resources for faculty	Subscription for various free portals to explore
		Digital attendance- faculty and students using library- can be introduced	
5.	V	Details of Students receiving Scholarships apart from our college- mechanism to acquire data	Suggested to maintain record of all scholarship request To make the mandate submission of scholarship receipt details for the following year bonafide certificate.
		Language classes and soft skill classes- 30 contact hours- introduce	Suggestions for Add on Courses – Tamil & Bengali classes / Soft skill classes
		Transcript details format introduced last year- to make it online.	
		Career Guidance classes- to organize for final year UG and PG students	Apart from alumni interaction, career guidance classes to be organised
		Alumni Contribution -separately- monthly wise	
6.	VI	Academic Calendar- Only Academic	Only academic related activities to

		Related activities	include and refrain from other details in the calendar
		Revise College committees – more education based	Research committee, College Committee to include, curriculum committee also can be shown
		Training programme for non-teaching staff (atleast twice a year-to be organized)- need to be organized by the institution.	Training program – for Office Staffs, Attenders and house keeping staff. To check whether staff training staff can organize? Plan regular training program for office staff
		Faculty development Programme on Professional Development needs refining- with Certificate	Faculty development program can be planned along with certification. However suggestion of certification for every program is denied. To carefully choose one program a month and plan it as 2 hours session with certification.
		Refreshers Courses for Faculty & Tutors on Nursing Procedures and protocols	Refresher Courses – for tutors& Faculty to be planned. Even department should document a refresher course, and keep the record with geotag photo and report. Every year new tutor orientation can be documented. Training program for new faculty members also planned
		IQAC – Five Good Practices institutionalized because of IQAC initiatives.	Introduction of new forms, Outcome Based Education, Refining of Policies, Introduction of Full time Ph.D and organization of quality enhancement Conclave
7.	VII	Solar Plant installation for KPTR Campus	To explore the options
		Waste Management Protocol and Policies- NSH and College.	Hostel advisors to formulate the waste management policies for hostel and get it approved.
		Conduct inclusive cultural, regional, and linguistic competitions- mix up students	

Mr. Dinesh Kumar. S
IQAC Associate Co-Ordinator

Dean, College of Nursing
Christian Medical College,
Vellore - 632004.

College of Nursing, Christian Medical College, Vellore
Minutes of IQAC Core Committee meeting
(naac/ICC/28-23/01/2024)

Date: **23.01.2024, 11.30am**
Venue: **Board Room, College of Nursing**
Chairperson: **Dr. Vinitha Ravindran, Dean & IQAC Chairperson, College of Nursing, CMC, Vellore.**

Members Present	Apology
1. Dr. Asha Solomon	1. Ms. Regina Xavier (SL)
2. Dr. Manoranjitham S	2. Ms. Reena George (DL)
3. Dr. Vinitha Ravindran	3. Ms. Alice Sony (CL)
4. Mr. Dinesh Kumar S	4. Ms. Abijah Princy (SL)
5. Ms. Angelin Esther A	5. Ms. Jenny S (CL)
6. Ms. Anita Kiruba Jeyakumar	6. Ms. Sheeba Rani Nelson (CL)
7. Ms. Deena David	
8. Ms. Dorothy Devakirubai T	
9. Ms. Emily Daniel	
10. Ms. Ida Sweetlin A R	
11. Ms. Ilavarasi Jesudoss	
12. Ms. Sarah Emma Rosalind	
13. Ms. Shandrila Immanuel	
14. Ms. Sophia Vijayananthan	

The meeting commenced at **11.45am** with a prayer by Ms. Deena David. The chairperson welcomed the conveners. The committee went through the minutes of the previous meeting that was held on 02.11.2023. There were no clarifications. The minutes was passed by Ms. Deena David, Convenor Criterion I and was seconded by Dr. Manoranjitham, IQAC Director.

Agenda

65/IQ/23/01/24 – Annual Quality Assurance Report (AQAR) Submission

Dr. Manoranjitham, the IQAC director, informed the committee that the Annual Quality Assurance Report (AQAR) for the period from June 2022 to June 2023 was submitted on December 29, 2023. Additionally, it was conveyed that NAAC accepted the report on January 10, 2024. Dr. Vinitha Ravindiran, the IQAC chairperson, expressed appreciation for the dedicated efforts of the team involved, including Ms. Anita Kiruba Jeyakumar (IQAC Coordinator), Mr. Dinesh Kumar. S (IQAC Associate Coordinator), Mr. Dani Paul (working team Member, Criterion I), Ms. Arul Mary Vinciya A (working team member, Criterion II), Ms. Naomi Nancy (working team Member, Criterion III), and Ms. Priya P (IQAC Secretary), in ensuring the successful submission of the AQAR.

66/IQ/23/01/24 – AQAR Report Review and overall comments criterion-wise for quality improvement.

The Chairperson informed the team about the AQAR Report Review, and the overall comments given by NAAC. The discussion regarding the same is as follows:

Criterion	Comments	Conclusions to carryout
Criterion I- Curricular Aspects	A few new certificate/Diploma/Value-added Courses can be introduced during the next academic year	The committee concluded that the following courses will be introduced in the next academic year as value-added and add-on courses. **Value-Added Course** *BSc I year:* Language Class (Bengali) *BSc II year:* Emotional Care Giving *BSc III year:* SHINE Prog. *BSc IV year:* Leadership & Financial Management *PBBSc I year:* Emotional Care Giving. *PBBSc II year:* SHINE prog. *MSc I year:* Guidance & Counselling *MSc II year:* Emotional Care Giving **Add-on Course** *BSc I year:* First Aid *BSc II year:* Diabetes Care *BSc III year:* Hospital Emergency Codes *BSc IV year:* Preparation for Clinical Services *PBBSc I year:* Palliative Care *PBBSc II year:* Disaster Management *MSc I year:* Physical Assessment *MSc II year:* Management Course
Criterion II- Teaching Learning and Evaluation	Efforts may be made by teacher for using ICT Tools and resources available (LMS, e-resources)	• Instruction sessions on navigating the Moodle platform will be provided. • Incorporate electronic references into both the course plan and lesson plan. • Reevaluate the criteria for identifying students with slower academic progress. • Implement a unified attendance

		register and offer remedial classes for the entire program. • Organize a virtual Parents-Teachers meeting.
Criterion III- Research, Innovation and Extension	• Efforts be made to have Research funds sanctioned and received from various agencies, industry, and other organizations. • Workshops/Seminars be Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the next year. • Incubation center be created, and start-ups are incubated on campus	• Unify all research policies to formulate a comprehensive Research Policy specifically for the College of Nursing. • Organize a research methodology workshop, encompassing sub-topics such as Intellectual Property, Innovative Practices, and Manuscript Preparation. • Foster collaborative research efforts with Mission Hospital. • Explore the viability of recognizing and rewarding teachers for outstanding research contributions during College Day, including the drafting of criteria for the award. • Reviewing promotion criteria related for research publications. • Plan and execute an Innovation Mela in either August or September 2024.

The meeting concluded at 1:50 pm. Information regarding the next meeting will be communicated through email.

23/01/2024.

Ms. Anita Kiruba Jeyakumar
IQAC Coordinator
College of Nursing, CMC, Vellore

Dean, College of Nursing,
Christian Medical College,
Vellore - 632 004.